



Karnataka JnanaAayoga
(Karnataka Knowledge Commission)
Bangalore

Ref: KJA: Advt-01:2017/649

January 16, 2017

Sub: CALL FOR APPLICATIONS: Consultants on contract for KJA Secretariat

A] ABOUT KJA

- Karnataka Jnana Aayoga (KJA)(www.karnataka.gov.in/jnanaayoga) has been playing a leading role, from 2008 onwards, in the state on knowledge activities. The main aims and objectives of the present KJA are to recommend actions for institution building, policy innovation and excellence in the field of education, health, S&T, industry, entrepreneurship, research and innovation, traditional knowledge, agriculture, E-Governance, rural development and ANY other relevant areas.
- KJA is mainly a recommendatory body – a body of experts and professionals in various fields who, together, bring a wealth of knowledge and expertise. As of now KJA has 29 Members, including the Member-Secretary, and these are professionals/experts in different fields.
- The present KJA, functioning from March, 2014, has already submitted 8 specific recommendations/reports to the government – in Education, Sports, Arts & Culture, Environment & Biodiversity, and Technologies in Higher Education sectors. In addition, KJA is in the process of formulating recommendations on Machine Intelligence, Unmanned Aerial Systems, Arts Management Strategy, Skill Development etc. Apart from these, KJA also considers other knowledge-oriented ideations of relevance to the state.

B] ABOUT KJA SECRETARIAT

- KJA Secretariat functions under Member-Secretary of KJA to implement all actions and undertake any background and secretarial work for KJA. KJA Secretariat works on technical and administrative/financial activities to support KJA.
- KJA Secretariat hires professionals/consultants on time-bound contract basis – all of whom are under the supervision of Member-Secretary, KJA.
- Working in KJA Secretariat will provide selected candidates tremendous experience and opportunity to learn about governance methods, policy making, technical assessments, preparing critical reports, interactions with wide range of departments, important meetings, officers and experts involved in KJA's activities.

C1 CONTRACT CONSULTANTS NEEDED FOR KJA SECRETARIAT

- KJA is planning to augment the KJA Secretariat with the following contract consultancy experts:
 - **1 Senior Research Associate** (INR 50k-75k monthly fee) PhD in relevant field of Engineering OR Science Or Arts/Humanities OR Commerce with 2 to 3years' experience in technical activities will be given preference OR Master's degree in relevant field of Engineering OR Science Or Arts/Humanities OR Commerce with 6 to 8 years technical experience.
 - **1 Research Associate** (INR 30k-50k monthly fee) - PhD in relevant field of Engineering OR Science Or Arts/Humanities OR Commerce with about 1 year experience OR Masters in relevant field of Engineering OR Science Or Arts/Humanities OR Commerce with 2 to 3 years' experience.
OR
1 Junior Research Associate (INR 20k to 30k monthly fee) - Masters in relevant field of Engineering OR Science Or Arts/Humanities OR Commerce with 1 to 2 years' experience.
 - **1 Fin/Admn Manager OR Finance/Admn Executive Assistant** (INR 20K-25K monthly fee) B.Com with 5-6 years of accounting experience OR M.Com with 1-2 years of accounting experience OR suitable Graduation/Post-graduation equivalent qualification with same experience in accounting. Experience in accounting, usage of tally, monthly financial support and maintenance activity, E-accounting methods are essential for all cases.
- Good communication skills – written, oral and presentation skills are critical and essential. Experience of making reports and technical documents are essential and critical.
- Following are applicable Terms and conditions for the above positions:
 - Shortlisted Candidates would be called for personal interview in the KJA Secretariat office for selection to the advertised Short Term Consultant. No TA/DA would be paid / reimbursed to the Candidates called for the Personal Interview mentioned as above.
 - Exact remuneration (within the indicated range) will be determined and fixed by KJA based on merit - qualifications and experience. This monthly fee fixation will be non-negotiable.
 - These consulting positions are purely on contract basis with a consolidated monthly fee. No other benefit or allowances or any other amount will be payable.
 - These contract consulting positions are for a period of 1 year and extensions to this term is not automatically guaranteed. It is possible that KJA may decide to extend all/some of these contract consulting positions based on need AND also on consideration of performance.

- These contract consulting positions are purely on contract basis and selected candidates will not be entitled for OR stake any claim for any further appointment either on temporary or permanent basis at KJA or any other Government / semi Government/ Quasi Government agency or Commission or Committee during the contract.
- Canvassing of any type will lead to immediate disqualification.
- All consultants will formally report to Member-Secretary, KJA – who will assign work/tasks from time to time.
- Selected candidates will adhere to and follow the rules and regulations of KJA and work diligently for the objectives of KJA.
- KJA reserves the right to terminate these contract consulting positions with one month's notice.
- In case selected candidate wishes to terminate the contract then he/she will have to provide 1-months' notice before resigning midway.

E] CALL FOR APPLICATIONS

- Applications from interested and eligible candidates is called for the above posts.
- Interested and qualifying candidates may please forward CV/Bio-data WITH names of 2 references (for background and merit check) AND indicating for which contract consulting position applied for.
- **Please attach the following signed certificate** in the application (without this certificate the application will be treated as invalid):

"This is to certify that I have applied forposition in KJA Secretariat against the Call for Applications dated January, 16 2017. I also certify that I have read the terms and conditions of the Call for Applications and agree to adhere with it without any conditions. I also certify that the qualifications/experience and other details in my CV/Bio-data are correct and authentic. I certify that, if selected, I will adhere to the KJA Secretariat rules and regulations and will work diligently, honestly and efficiently for all tasks and works assigned to me.

(Signed)

Full Name:

Email:

Mobile:

All Applications, in pdf format only, must be sent before January 30, 2017 to Mr Ashok Kumar, Admn./Finance Executive, KJA BY E-MAIL ONLY to: ashokkumarks8752@gmail.com



Ashok Kumar K S
Admin Finance Executive, KJA
(ashokkumarks8752@gmail.com)